

LIBRARY DIRECTOR

FLSA Code: E

Job Code: 5050

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work directing the activities of the public library; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all library personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and coordinating the operations of the public library; developing and administering library policies and procedures; working with Library Board on financial and facility planning; preparing and presenting required and special reports; maintaining records and files.

Plans, organizes, directs and evaluates the activities of the public library;

Develops, presents and interprets the annual budget to Library Board;

Monitors the operating budget;

Develops and monitors capital projects;

Develops and implements library policies;

Prepares and implements operating procedures and manuals;

Supervises library collection development;

Selects, trains and supervises staff;

Evaluates work performance of employees;

Directs personnel in planning, execution and evaluation of complex library research activities;

Supervises professional library activities such as cataloging and classifying books and collection development and integrated automated systems;

Plans the library's public information program;

Works with and advises Library Board;

Coordinates library activities with city agencies;

Ensures the library's compliance with all State and Federal guidelines;

Participates in State professional library organizations;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an ALA accredited college or university with a Master's degree in Library Science and extensive, responsible professional library experience including considerable supervisory experience and possession of Virginia State Library Certificate; comprehensive knowledge of full scope of professional library principles, methods, materials and practices, general administration and supervision, reader interest levels, books and authors, periodicals, reference media and library media and cataloging procedures and problems; demonstrated ability to analyze library service problems and to participate in effectively solving them, to organize, manage and motivate people, prepare and present reports, budgets and other presentations, contribute to the employees' training for library work and to establish and maintain effective working relationships with associates and library patrons. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.